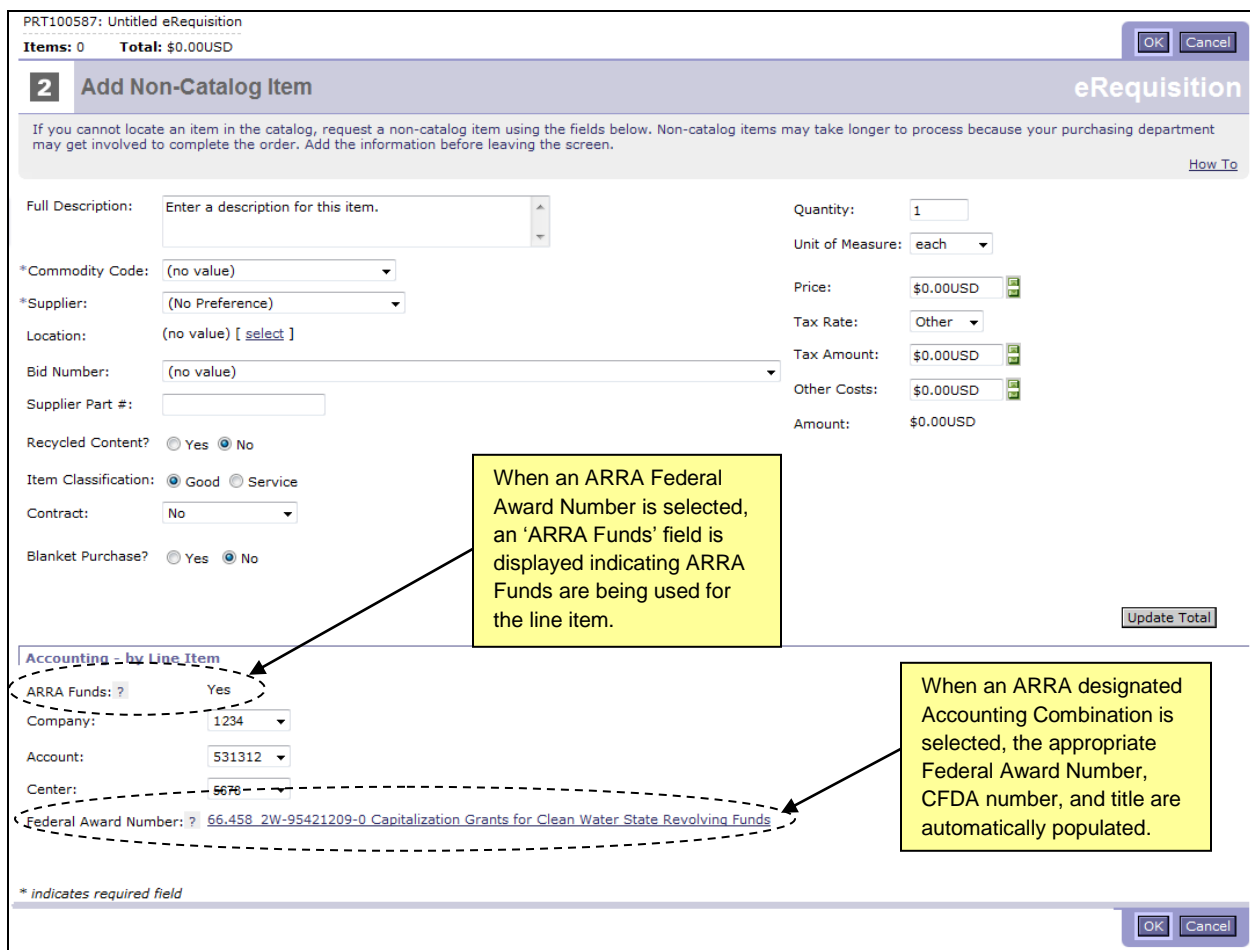


This job aid provides detailed information related to the three primary NC OpenBook fields within the North Carolina E-Procurement system: Federal Award Number, Grant ID, and Bid Number. The functionality outlined below is specific to state agencies integrated with the North Carolina Accounting System (NCAS).

Federal Award Number

Accounting Combinations created by the North Carolina Accounting System determine the use of Federal Award Numbers on NC E-Procurement transactions. Based on the Accounting information entered on a requisition, a Federal Award Number may be required to complete the transaction.



The screenshot shows the 'Add Non-Catalog Item' form in the NC E-Procurement system. The form includes fields for item description, quantity, unit of measure, price, tax rate, and various accounting codes. A yellow callout box points to the 'ARRA Funds' field, stating: 'When an ARRA Federal Award Number is selected, an 'ARRA Funds' field is displayed indicating ARRA Funds are being used for the line item.' Another yellow callout box points to the 'Federal Award Number' field, stating: 'When an ARRA designated Accounting Combination is selected, the appropriate Federal Award Number, CFDA number, and title are automatically populated.' The 'Federal Award Number' field is populated with '66.458 2W-95421209-0 Capitalization Grants for Clean Water State Revolving Funds'.

1. When an Accounting Combination (Company, Account, Center) associated with American Recovery and Reinvestment Act (ARRA) funds is selected, NC E-Procurement will default the appropriate Federal Award Number, CFDA number, and award title based on data provided by the Office of State Budget and Management (OSBM).

Note: A Federal Award Number is required when using an Accounting Combination identified as ARRA by NCAS.

PRT100587: Untitled eRequisition
Items: 0 Total: \$0.00USD

2 Add Non-Catalog Item eRequisition

If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen. [How To](#)

Full Description: <input type="text" value="Enter a description for this item."/>	Quantity: <input type="text" value="1"/>
*Commodity Code: (no value)	Unit of Measure: each
*Supplier: (No Preference)	Price: \$0.00USD
Location: (no value) [select]	Tax Rate: Other
Bid Number: (no value)	Tax Amount: \$0.00USD
Supplier Part #: <input type="text"/>	Other Costs: \$0.00USD
Recycled Content? <input type="radio"/> Yes <input checked="" type="radio"/> No	Amount: \$0.00USD
Item Classification: <input checked="" type="radio"/> Good <input type="radio"/> Service	
Contract: No	
Blanket Purchase? <input type="radio"/> Yes <input checked="" type="radio"/> No	

Accounting - by Line Item

Company: 1234
Account: 1234567
Center: 1122
Federal Award Number: ? (no value)

! A center has not been established for the selected ARRA accounting combination. Please use the new center form at http://www.osbm.state.nc.us/files/forms/New_center_ARRA_June2009.xls to establish the appropriate ARRA center. If you have already established a new center but the appropriate Federal Award Number is not listed above, contact the Office of State Budget and Management at (919) 807-4700.

* indicates required field

- If an ARRA designated Accounting Combination is selected and the NC E-Procurement system cannot default the appropriate Federal Award Number, the user will not be able to complete their transaction. A Federal Award Number related to the selected Company and Fund must be established by OSBM before the transaction can be completed.
- As noted in the error message displayed above, use the new center link to work with OSBM and establish a Center for the selected Accounting Combination.

Note: NC E-Procurement receives Federal Award Numbers from OSBM nightly, Monday - Friday. An ARRA Federal Award Number established by 5PM will be available the next business day.

PRT100587: Untitled eRequisition
Items: 0 Total: \$0.00USD

2 Add Non-Catalog Item eRequisition

If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen. [How To](#)

Full Description:

Quantity:

*Commodity Code: (no value)

Unit of Measure: each

*Supplier: (No Preference)

Price: \$0.00USD

Location: (no value) [select]

Tax Rate: Other

Bid Number: (no value)

Tax Amount: \$0.00USD

Supplier Part #:

Other Costs: \$0.00USD

Recycled Content? ☐ Yes ☒ No

Amount: \$0.00USD

Item Classification: ☒ Good ☐ Service

Contract: No

Blanket Purchase? ☐ Yes ☒ No

[Update Total](#)

Accounting - by Line Item

Company: 12345

Account: 456789

Center: 4321

Federal Award Number: ? (no value)

Indicates required field

15.634_T131R Swainson Warbler
10.163_12-25-A-5208 USDA Record Keeping
10.025_09-6100-0047-CA Advanced CAMEL Training Series
10.025_10-9137-1072-GR NC Threat Reduction
10.001_2007-GE-T7-0048 FY2007 Homeland Security Grant Program
Other...

When a Non-ARRA Accounting Combination is selected, the 'Federal Award Number' field is displayed as a pick-list.

[OK](#) [Cancel](#)

4. When a Non-ARRA Accounting Combination is selected, the Federal Award Number field is displayed as a pick-list.
5. Select the down arrow next to the '**Federal Award Number**' field. If the appropriate Federal Award Number is not displayed as a recent selection, choose '**Other**' to view the full list of available Federal Award Numbers.

Note: When selecting an Accounting Combination that represents Non-ARRA federal funding, it is important to use the pick-list to select the appropriate Federal Award Number. This action allows for accurate reporting of state spending related to federal awards.

Choose Value for Federal Award Number: Cancel

Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page. How To

Field: CFDA Search

CFDA	Federal Award Number	Award Title	Award Type	ARRA	
(no value)					Select
	10-JV-11221637-065	Prescribed Fire and Organic Soil Consumption	Cooperative Agreement	No	Select
	1234567	FAN no CFDA	Project Grant	No	Select
10.001	2009-RC-55-0001	Sea Level Rise Risk Management Study	Project Grant	No	Select
10.025	09-6100-0033-GR	New Foam Depopulation Technology	Project Grant	No	Select
10.025	09-9137-1072-GR	NC Threat Reduction	Project Grant	No	Select
10.025	09-6100-0047-CA	Advanced CAMET Training Series	Project Grant	No	Select
10.025	10-9137-1072-GR	NC Threat Reduction	Project Grant	No	Select

Cancel

6. The **'Choose Value for Federal Award Number'** page allows users to search for and select the appropriate Federal Award Number for the line item. The user can search by CFDA, Federal Award Number, Award Title, Award Type, or ARRA indicator.

Note: The **'Choose Value for Federal Award Number'** page will display a maximum of 500 Federal Award Numbers. If there are over 500 Federal Award Numbers available for selection, utilize the search functionality to narrow your results.

7. To add a Federal Award Number to the line item, click the **'Select'** button next to the appropriate value.

Note: NC E-Procurement receives Federal Award Numbers from OSBM nightly, Monday - Friday. A Non-ARRA Federal Award Number established by 5PM will be available the next business day.

Note: The **'Federal Award Number'** field has been added to current system search functionality. Please reference the **System Searches** training course for specific information.

Grants

NCAS Accounting Combinations determine the use of Grant Numbers on NC E-Procurement transactions. Based on the Accounting information entered on a requisition, users may be required to select a Grant ID related to their purchase.

PRT100587: Untitled eRequisition
Items: 0 Total: \$0.00USD

2 Add Non-Catalog Item eRequisition

If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen. [How To](#)

Full Description: Enter a description for this item. Quantity: 1
Unit of Measure: each
*Commodity Code: (no value) Price: \$0.00USD
*Supplier: (No Preference) Tax Rate: Other
Location: (no value) [select] Tax Amount: \$0.00USD
Bid Number: (no value) Other Costs: \$0.00USD
Supplier Part #: Amount: \$0.00USD
Recycled Content? ☐ Yes ☒ No
Item Classification: ☒ Good ☐ Service
Contract: No
Blanket Purchase? ☐ Yes ☒ No

[Update Total](#)

Accounting - by Line Item

Company: 1234
Account: 536E
Center: 2010
Federal Award Number: (no value)
Grant ID: ? (no value)

When a Non-Government designated Account is selected, the 'Grant ID' field is required.

Based on the account selected, a Grant ID must be chosen. The Grant ID is assigned when grants are initially set up in the NCGrants online reporting system. If a valid Grant ID is not available for selection, please visit www.ncgrants.gov to obtain the appropriate Grant ID.

* indicates required field

1. When a user selects a Non-Government designated Account, the '**Grant ID**' field is displayed as a pick-list.

Note: A Grant ID is required when using a Non-Government designated Account.

PRT100587: Untitled eRequisition
Items: 0 Total: \$0.00USD

2 Add Non-Catalog Item eRequisition

If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen. [How To](#)

Full Description: <input type="text" value="Enter a description for this item."/>	Quantity: <input type="text" value="1"/>
*Commodity Code: (no value)	Unit of Measure: each
*Supplier: (No Preference)	Price: \$0.00USD
Location: (no value) [select]	Tax Rate: Other
Bid Number: (no value)	Tax Amount: \$0.00USD
Supplier Part #: <input type="text"/>	Other Costs: \$0.00USD
Recycled Content? <input type="radio"/> Yes <input checked="" type="radio"/> No	Amount: \$0.00USD
Item Classification: <input checked="" type="radio"/> Good <input type="radio"/> Service	
Contract: No	
Blanket Purchase? <input type="radio"/> Yes <input checked="" type="radio"/> No	

Update Total

Accounting - by Line Item

Company: 1234
Account: 536E
Center: 2010
Federal Award Number: ? (no value)

Grant ID: ? (no value)

(no value)

20792 - Clean Water Management 2008 - Hunters Creek Acquisition (2007-024)

22879 - Clean Water Management 2006 - Grandfather Mtn Profile Tract (2004B-025)

22795 - Clean Water Management 2008 - Hominy Creek Restoration (2007-419)

22762 - Clean Water Management 2006 - Lower Cape Fear Acquisition (2004B-029)

21319 - Marine Sewage Pumpout 2008

* indicates recent selection

Other...

assigned when grants are initially set up in the NCGrants online reporting system. Select the appropriate Grant ID.

2. Select the down arrow from the 'Grant ID' pick-list. If the appropriate Grant ID is not displayed as a recent selection, choose 'Other' to view the full list of available Grant IDs.

Choose Value for Grant ID

Cancel

Select a value from the list or enter a value and search for it. You can also select a specific page from the pull-down list or click an arrow to display the previous or next page. [How To](#)

Field:

Grant ID

Search

Grant ID	Program Name	Grantee	
(no value)			<div>Select</div>
20792	Clean Water Management 2008 - Hunters Creek Acquisition (2007-024)	Nc Coastal Land Trust	<div>Select</div>
21319	Marine Sewage Pumpout 2008	Spooners Creek Marina	<div>Select</div>
22650	Clean Water Management 2006 - Lewis Fork/Reddies Creek (2005A-001)	Blue Ridge Rural Land Trust	<div>Select</div>
22670	Clean Water Management 2008 - Herring Ridge Acquisition (2007-001)	Blue Ridge Rural Land Trust	<div>Select</div>
22676	Clean Water Management 2006 - Green River-Ball Acquisition (2004B-003)	Carolina Mountain Land Conservancy	<div>Select</div>
22677	Clean Water Management 2006 - Green River-Schenk Acquisition (2004B-007)	Carolina Mountain Land Conservancy	<div>Select</div>
22678	Clean Water Management 2006 - Upper Broad River Stormwater (2005B-702)	Carolina Mountain Land Conservancy	<div>Select</div>

Cancel

- The **'Choose Value for Grant ID'** page allows users to search for and select the appropriate Grant ID for the line item. The user can search by Grant ID, Program Name, or Grantee.
- To add a Grant ID to the line item, click the **'Select'** button next to the appropriate value.

PRT100587: Untitled eRequisition
Items: 0 Total: \$0.00USD

2 Add Non-Catalog Item eRequisition

If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen. [How To](#)

Full Description: Enter a description for this item.	Quantity: 1
*Commodity Code: (no value)	Unit of Measure: each
*Supplier: (No Preference)	Price: \$0.00USD
Location: (no value) [select]	Tax Rate: Other
Bid Number: (no value)	Tax Amount: \$0.00USD
Supplier Part #:	Other Costs: \$0.00USD
Recycled Content? <input type="radio"/> Yes <input checked="" type="radio"/> No	Amount: \$0.00USD
Item Classification: <input checked="" type="radio"/> Good <input type="radio"/> Service	
Contract: No	
Blanket Purchase? <input type="radio"/> Yes <input checked="" type="radio"/> No	

[Update Total](#)

Accounting - by Line Item

Company: 1234
Account: 5364
Center: 54321

Federal Award Number: ? (no value)

Government Grant ID: ?

* indicates required field

When a Government designated Account is selected, the 'Government Grant ID' field is displayed, but not required.

- When a user selects a Government designated Account, the '**Government Grant ID**' field is displayed as a free text field. The '**Government Grant ID**' is a non-required field that holds up to 15 characters.

Note: The '**Grant ID**' and '**Government Grant ID**' fields have been added to current system search functionality. Please reference the **System Searches** training course for specific information.

Bid Number

Items purchased from a catalog in the NC E-Procurement system are associated with a specific State Term Contract ID and Bid Number. When a catalog line item is added to a requisition, the **'Contract ID'** and **'Bid Number'** fields are automatically pre-populated with the appropriate values. Items purchased using Non-Catalog functionality contain pick-lists for both the Contract ID and Bid Number, allowing users to select the appropriate values for their transaction.

PRT100586: Untitled eRequisition
Items: 0 Total: \$0.00USD

2 Add Non-Catalog Item eRequisition

If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen. [How To](#)

Full Description:

Quantity:
Unit of Measure:
Price:
Tax Rate:
Tax Amount:
Other Costs:
Amount:

*Commodity Code:
*Supplier:
Location:
Bid Number:
Supplier Part #:
Recycled Content?
Item Classification:
Contract:
Blanket Purchase? ☐ Yes ☒ No

Update Total

Users can select the appropriate IPS or ITS Bid Number using the pick-list when adding non-catalog line items.

Note: The **'Bid Number'** field has been added to current system search functionality. Please reference the **System Searches** training course for specific information.